

New Haven Unified School District  
FIELD TRIP REQUEST  
**(ONE DAY / WITHIN CALIFORNIA)**

Certificated Teacher(s) \_\_\_\_\_ Today's Date \_\_\_\_\_

Group/Grade Level \_\_\_\_\_ Site \_\_\_\_\_

Day & Date of Trip \_\_\_\_\_ Second Choice \_\_\_\_\_

Destination \_\_\_\_\_ Wheelchair Accessible  Yes \_\_\_\_\_  No  
# of chairs needed

Address \_\_\_\_\_ City \_\_\_\_\_

Other Destination(s) \_\_\_\_\_ Swimming Included  Yes  No

Instructional objectives to be accomplished by students (attach itinerary or lesson plans) \_\_\_\_\_

Student(s) require specialized health care procedure(s)?  Yes  No Student Name(s) \_\_\_\_\_

Describe (what, when, how) for each student \_\_\_\_\_

Name & Role of person who administers procedure \_\_\_\_\_ This person is assigned to my site a full day  Yes  No

Expenses: Transportation \_\_\_\_\_ Other \_\_\_\_\_ Total \_\_\_\_\_

Funding:  ASB \_\_\_\_\_  Grant \_\_\_\_\_  Donations \_\_\_\_\_ Budget Code \_\_\_\_\_

Meals:  Breakfast  Lunch  Dinner Number of Participants: Pupils \_\_\_\_\_ School Staff \_\_\_\_\_ Chaperones \_\_\_\_\_  
Must be age 21 or older

**Transportation (check all that apply)**

**Schedule**

<input type="checkbox"/> District Bus	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One way take	<input type="checkbox"/> One way return	<b>Departure Trip</b>	
<input type="checkbox"/> Charter Bus (Specify): <small>* pre-approval required</small>	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One way take	<input type="checkbox"/> One way return	Departure Time	
<input type="checkbox"/> BART	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One way take	<input type="checkbox"/> One way return	Return Time	
<input type="checkbox"/> AC Transit <input type="checkbox"/> UC Transit	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One way take	<input type="checkbox"/> One way return		
<input type="checkbox"/> Walking	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One way take	<input type="checkbox"/> One way return	<b>Return Trip</b>	
<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One way take	<input type="checkbox"/> One way return	Departure Time	
<input type="checkbox"/> Private Vehicle (*Specify below)	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One way take	<input type="checkbox"/> One way return	Return Time	
*Private Vehicle Driver Name(s): _____					
<small>Pre-approved Driver Data form must be on file for each driver</small>					

**Assurances (review and check all)**

- Each participating student will submit a signed Voluntary Excursion/Field Trip Permission/Medical Authorization and Waiver of Liability form. If swimming activities are included, appropriate permission will be submitted.
- Chaperones will be screened and are twenty-one (21) years of age or older.
- Names of participating students and chaperones will be submitted to Principal/Designee and Driver(s) prior to trip departure.
- A detailed itinerary will be submitted to Principal and Transportation Department 72-hours prior to trip departure.
- No student has been excluded from this trip due to lack of sufficient funds (attach parental notification, including donation requests).
- I have reviewed the district Field Trip Manual at <http://www.nhusd.k12.ca.us/node/1136> and student fees info at <http://vimeo.com/28082510>

**Private Vehicle (when applicable):**

- Driver Data Sheets are currently on file for all drivers *-or-*  will be received by the Division of Teaching & Learning no less than 4-weeks prior to trip departure.
- A list of drivers and passengers in each vehicle will be submitted to the Principal prior to trip departure.

Sub Requested  Full Day  1/2 AM / Period(s) \_\_\_\_\_  1/2 PM / Period(s) \_\_\_\_\_

Certificated Teacher \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_

District Administrator \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_

Transportation Department \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_

Reason for Denial (if applicable) \_\_\_\_\_